

# Quotation Request //

## US Government Printing Office

Atlanta Regional Office  
1888 Emery St., Suite 110  
Atlanta GA 30318-2566

**JACKET:524-801 S R-1**

### Quotations are Due By:

(Eastern Time) 11:00 AM on 04/30/2009

Submit Fax Quotes to: (404) 605-9185

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
524-801	9-07630	4830-01	19,802	POST-IT CUSTOM NOTES - COMPUTER 25 SHEET
524-802	9-07629	4830-01	39,604	POST-IT NOTES 4" X 6" - 50 SHEET

**TITLE:** POST-IT CUSTOM NOTES - COMPUTER 25 SHEET

**QUANTITY:** 19802 Canary Yellow Post-it Custom Notes - Computer - 25 Sheet for Base Jacket 524-801 + 19,802 Spring Green Post-it Custom Notes - 4" x 6" - 50 Sheet for Strapped Jacket 524-802 + 19,802 Carnation Post-it Custom Notes - 4" x 6" - 50 Sheet for Strapped Jacket 524-802.

**NOTE:** JACKETS 524-801 & 524-802 ARE STRAPPED AND WILL BE AWARDED TOGETHER. Contractors must quote each and all jackets separately. Failure to do so may be grounds for declaring contractor non-responsive.

**TRIM SIZE:** See Attachments #1 and #2

**PAGES:** Face only

### **SCHEDULE:**

Furnished Material will be available for pickup by 04/30/2009

Ship complete by 05/11/2009

F.O.B. contractor's city/origin - See Below

F.O.B. Contractor's City: Ship 5/11/09 via UPS 2nd Day to deliver on 5/13/09.

Jacket 524-801:

- Ship a total of 19,802 Canary Yellow pads to a total of 14 destinations - see "DISTRIBUTION" section for quantity breakdowns and complete addresses.

Jacket 524-802:

- Ship a total of 19,802 Spring Green pads to a total of 14 destinations - see "DISTRIBUTION" section for quantity breakdowns and complete addresses.

- Ship a total of 19,802 Carnation pads to a total of 14 destinations - see "DISTRIBUTION" section for quantity breakdowns and complete addresses.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing between 1 pound and 750 pounds must be shipped 2ND DAY via a furnished IRS Small Package Carrier account number. If the vendor does not have such an account, one will be established for that vendor. Contractor must not use their own small package carrier account.

The vendor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

NOTE: THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A SHIPPING LOG WHICH ALLOWS FOR EASY IDENTIFICATION OF TRACKING NUMBERS THAT CORRESPONDS WITH EACH ADDRESS. Shipping log MUST BE received by the ordering agency via email within 24 hours of final shipment (see "DISTRIBUTION" section for email address).

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

**DESCRIPTION:**

**\*\* REBID - ALL DATES HAVE BEEN REVISED - REBID \*\***

**ATTACHMENT(S) NOTICE:** The specifications for subject order include attachment(s) that are an integral part of the specifications. All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address. Attachment(s) is/are an integral part of these specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

Specifications apply equally to all jackets unless otherwise indicated.

**PREDOMINANT PRODUCTION FUNCTION:** The predominant production function is hereby waived. Printing firms, manufacturers, dealers or brokers may submit offers for this solicitation.

Jacket 524-801:

ABSOLUTE EQUAL to 4imprint's Post-it Custom Notes - Computer - 25 Sheet ([www.4imprint.com](http://www.4imprint.com), Item 8045-25). NO SUBSTITUTIONS ACCEPTED! See Attachment #1 for visual. Imprint prints in black on Canary Yellow paper.

Jacket 524-802:

ABSOLUTE EQUAL to 4imprint's Post-it Custom Notes - 4" x 6" - 50 Sheet ([www.4imprint.com](http://www.4imprint.com), Item 4372-50). NO SUBSTITUTIONS ACCEPTED! See Attachment #2 for visual. "Good Job!" PDF prints in 4-color process on Spring Green paper. "Forget Something?" PDF prints in 4-color process on Carnation paper.

**MATERIAL FURNISHED:** Contractor to receive. See Below:

- Three electronic files will be provided to the contractor via email upon award of the contract (see "Electronic Media").

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**ELECTRONIC MEDIA:**

-PLATFORM: Unknown

-STORAGE MEDIA: Three email PDF files

-SOFTWARE: Three PDF files will be furnished (one file for each color Post-it). NOTE #1: Contractor must have the ability to edit PDF files. NOTE #2: Files for Jacket 524-802 may contain some low res images. Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

-COLOR(s):

--Jacket 524-801: Identified as Black.  
--Jacket 524-802: Identified as CMYK.  
-FONTS: All fonts are Embedded and/or Embedded subset.  
-OUTPUT: High resolution (1200+ DPI for Jacket 524-801, 150 line screen for Jacket 524-802) output required.

**ADDITIONAL INFORMATION:**

- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one press quality PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

NOTE: Films are not required. If, at the contractor's option, films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Jacket 524-801: JCP Code\* D10, Canary Yellow Writing\*\*, Basis Size 17 X 22" Basis Weight 20#  
Jacket 524-802: JCP Code\* D10, Spring Green and Carnation Writing\*\*, Basis Size 17 X 22" Basis Weight 20#

\*\*3M's Canary Yellow, Spring Green, and Carnation.

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil

Jacket 524-801: Black

Jacket 524-802: 4-color process

**PRINT PAGE:** One Side Only

**MARGINS:**

See Attachments #1 and #2.

**PROOFS:**

N/A

**PACKING:**

Pack suitable per shipping container with total weight of each carton not to exceed 32 lbs.

Package each color Post-it separately.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**DISTRIBUTION:**

F.O.B. Contractor's City: Ship 5/11/09 via UPS 2nd Day to deliver on 5/13/09.

Ship 1000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Andover Campus, 978-474-9546, Attn: Terry Scannell, 310 Lowell St., Mail Stop 475, Andover, MA 01810.

Ship 1000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Atlanta Campus, 770-455-2315, Attn: Kenny White, 4800 Buford Highway, Mail Stop 9A, Chamblee, GA 30341.

Ship 2000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Austin Campus, 512-460-4236, Attn: Ray Lopez, 3651 S Interregional, Mail Stop 6230 AUSC, Austin, TX 78741.

Ship 2500 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Brookhaven Campus, 631-654-6683, Attn: Sophia Puzio, 1040 Waverly Avenue, Mail Stop 990, Holtsville, NY 11742.

Ship 1000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Cincinnati Campus, 859-669-3661, Attn: Bob Larcade, 201 W. Rivercenter Blvd., Stop 41G, Covington, KY 41011.

Ship 2000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Fresno Campus, 559-456-5381, Attn: Rebecca Hoff-Young, 5045 E. Butler Avenue, MS 44200, Fresno, CA 93727.

Ship 2000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Kansas City Campus, 816-291-9510, Attn: Anna Estrada, Stop P-L 1910, 333 West Pershing Road, Kansas City, MO 64108.

Ship 1500 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - National Capital, 202-283-7047, Attn: Allan Holtz, 5000 Ellin Road, Cubicle C8-179, Lanham, MD 20706.

Ship 2000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Philadelphia Campus, 215-516-2421, Attn: Donna Gable, 11601 Roosevelt Blvd, DP-931-A North Bldg., Rm 580-A, Philadelphia, PA 19154.

Ship 1500 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Ogden Campus, 801-620-7402, Attn: Penny Fry, 1973 N. Rulon White Blvd., Mail Stop 7500, Ogden, UT 84404-5402.

Ship 1000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Detroit Computing Cen, 313-234-2269, Attn: Tamika Brown, 985 Michigan Ave., Room 1031, Detroit, MI 48226.

Ship 300 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Martinsburg

Computing Cen, 304-264-5655, Attn: Starvel Cato, 250 Murall Drive, Mail Stop 1720, Kearneysville, WV 25430-5200.

Ship 2000 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS - Tennessee Computing Cen, 901-546-2949, Attn: Barry Johnson, Mail Stop 47, 5333 Getwell Road, Memphis, TN 38118.

Ship 2 pads of each color (Canary Yellow, Spring Green, and Carnation) to: IRS, ATTN: Ebony Jenies, 202-622-6582, 1111 Constitution Avenue NW, IR-6235, Washington, DC 20224.

NOTE: THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING A SHIPPING LOG WHICH ALLOWS FOR EASY IDENTIFICATION OF TRACKING NUMBERS THAT CORRESPONDS WITH EACH ADDRESS. Shipping log MUST BE received by the ordering agency via email within 24 hours of final shipment. Email shipping log to Ebony Jenies (ebony.t.jenies@irs.gov).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	File Setup
P-10 Process Color Match	File Setup

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

Attachment(s): #1, #2 is/part of this specification